

PROCEDURE FOR CONDITIONAL USES TANDEM LOT

Tandem lots may be developed only on appeal to the Planning Commission. **The development of one tandem lot behind another tandem lot is discouraged and may be granted only under mitigating circumstances by specific action of the Planning Commission.**

APPLICANT'S RESPONSIBILITY

It is the responsibility of the applicant to insure that all necessary procedures are followed in a satisfactory and timely manner and to verify the accuracy and completeness of all necessary information. If significant omissions and/or errors are discovered during the review process, the application may be rejected or tabled until sufficient information is supplied.

FEE

A fee of \$75.00 (payable to the City of Springdale) and submitted to the City Clerk is required to cover the costs of public notices and related expenses.

FILING DEADLINE

An application must be filed at the Planning Office, City Administration Building, Room 214, at least twenty (20) days before the next regularly scheduled Planning Commission meeting. Meetings of the Commission are held the first Tuesday of each month.

SUBMISSION REQUIREMENTS

The following information must be submitted to the Planning Office at least ten days prior to the Technical Plat Review meeting. (A schedule of meetings can be obtained from the Planning Office.)

APPLICATION: (form available from Planning Department)

1. The name, address and phone number of the applicant/record titleholder along with a copy of the warranty deed.
2. The property location and zoning classification.
3. Legal description and street address of the property involved.
4. Certified list by a licensed abstractor or licensed land surveyor within the past sixty (60) days of adjacent property owners. .
5. The existing and proposed use of the property.
6. Evidence in the form of a signed affidavit, that notice has been given to all adjacent property owners subject to the tandem lot. The applicant shall be responsible for providing such notice by certified

mail, return receipt requested, to the last known address of such record owner(s).

7. The required affidavit and supporting exhibits (mailing receipts, adjacent property owners list and copy of notice) shall be filed with the Planning Office no later than seven (7) days prior to the meeting.
8. The owner should be present at the meeting in order to answer questions the Commission members or interested parties may have. If the applicant is unable to attend, written authorization from the applicant authorizing representation must be presented to the Commission for the matter to be considered. Any decisions made by the designated agent shall be binding on the landowner.

SCALED DRAWING

The scaled drawing must be submitted through the Technical Review Process before submission to the Planning Commission. The deadline for submission is ten days before the Technical Plat Review meeting. Eighteen (18) copies of the drawing are required and must contain the following information:

1. The plat must be at a scale of one (1) inch equals one hundred (100) feet or larger on a maximum sheet size of twenty-four (24) inches by thirty-six (36) inches (the City Engineer may approve other sizes and scales in special cases).
2. Show boundary and legal description of the entire parcel and boundary and legal description for each lot to be created, north arrow and graphic scale.
3. Vicinity map generally locating arterial streets, highways, section lines, railroads, schools, parks and other significant community facilities.
4. Show dimension of adjacent lots or parcels.
5. If the tandem lot is in an area zoned residential an access easement with a minimum width of 25 (twenty-five) feet must be shown to access a public street or an approved private street.
6. If the tandem lot is in an area zoned commercial or industrial an access easement in excess of 25 (twenty-five) feet may be required at the discretion of the Planning Commission. A minimum of 5 (five) feet should be shown between the back of the curb on each side of the paved access easement and the outside boundary of the easement.
7. Plat should indicate the dedications of sufficient right-of-way to conform to the right-of-way requirements of the master street plan.

PLEASE NOTE:

1. Noncompliance with the above may cause your application to be withheld and not considered at the meeting and may require the payment of an additional filing fee and/or re-notification of property owners.
2. Staff advice does not constitute a recommendation of approval of the application. Staff recommendations are based on field inspections plans for the area, report of other departments and other information.

APPLICATION PROCESSING PROCEDURE

Upon receipt of the application in the Planning Office the following activities will be carried out by the Director of Planning:

1. Publish a notice in the newspaper at least one time, fifteen (15) days prior to the hearing. The notice sets forth the time and place of such hearing and proposed conditional use.
2. The Planning Commission will then hold a Public Hearing on the proposed conditional use on the specified date and time. The owner or designated representative must be present at the public hearing for the matter to be considered. Interested persons may appear and offer information in support of or against the proposed conditional use.
3. At the public hearing on any tandem lot, the Planning Commission shall determine that:
 - a. Tandem lot development will not significantly reduce property values in the area.
 - b. The terrain of the area, in which the tandem lot is proposed, is such that subdivision of said area into a standard block, in accordance with the City's subdivision regulations, is not feasible.
 - c. In residentially zoned areas there is an access easement to a public street by way of an access easement with a minimum width of 25 (twenty-five) feet of equal and uniform width.
 - d. In commercial and/or industrial zones that the access easement is sufficient for ingress and egress of traffic and public safety, including emergency and service vehicles, installation of all utilities, and required setbacks. There is a five-foot area between the back of the curb on each side of the paved access easement and the outside boundary of the easement.
 - e. The access easement is paved in its entirety.
 - f. Determination that the access easement drive of the tandem lot and any adjacent driveway is not less than the minimum distance between curb cuts as specified in the zoning ordinance.
 - g. Off-site parking requirements have been met.

- h. The tandem lot, excluding the required access easement, will conform to the minimum lot width and lot area requirements of the zoning district in which it is located.
- 4. If the Planning Commission approves the tandem lot split an informal (survey) plat must be prepared by a licensed, registered surveyor in the State of Arkansas and submitted to the City Engineer for his review and comment. The following information should be included on the informal (survey) plat for the tandem lot split:
 - a. Name and address of owner, developer, engineer, surveyor and person preparing plat.
 - b. Date, graphic scale, north arrow, acreage and zoning districts.
 - c. Location and description of all stakes and monuments.
 - d. Legal description of the property with dimensions and angles sufficient to locate all lines on the ground for both the parent tract and lot to be split.
 - e. Locations and names of existing or platted street and utility easements within or abutting the property.
 - f. Location and dimension of all proposed lot lines, building lines, easements, dedications and reservations.
 - g. Radial and linear dimensions including angles, bearings and distances sufficient to reproduce the plat on the ground.
 - h. Location and size of any property to be dedicated or reserved with conditions for special uses.
 - i. Location of all existing structures on the property and the location of septic tanks and leach fields if not on public sewer and well and service line if not on public water.
 - j. Letter of transmittal and copy of warranty deed.
 - k. Vicinity sketch to show the relation of plat to arterial streets, shopping centers, schools and other information requested by the planning commission.
- 5. After review by the City Engineer and completion of any corrections or revisions, six copies of the informal (survey) plat with original signatures should be submitted to the City Engineer. Following approval by the City Engineer the informal (survey) plat must be filed at the appropriate Circuit Clerk's Office.
- 6. Any person who is aggrieved by the decision of the Planning Commission may appeal that decision to the City Council by written request to the City Clerk within fifteen (15) days of the Planning Commission action along with an affidavit concerning notification to adjacent property owners. The City Council may approve the tandem lot only by majority vote of all the members.